



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

LEGAL ANALYST

\$3,841.00 - \$4,670.00

CONSUMER SERVICES & MARKET CONDUCT BRANCH

CONSUMER LAW UNIT

LOS ANGELES

RESPONSIBILITIES:

Works independently under the general direction of an attorney; assists in litigation involving complex legal issues; performs legal research; drafts pleadings for attorney review; assists with production of documents in response to subpoenas, discovery and Public Records Act requests; interviews and prepares witnesses for depositions and trial testimony; conducts reviews of complex filings; performs legal research on departmental policy and procedural matters and on written queries received from the general public; drafts and assists attorneys in drafting legislation, regulations, bulletins, and notices; researches and reports on legislative histories; conducts historical research on assigned filings; provides training classes, and develops training materials for attorney and other legal staff.

DESIRABLE QUALIFICATIONS:

- Ability to work independently;
- Knowledge of legal reference materials, basic legal concepts, terminology, principles, and procedures;
- Strong analytical and interpersonal skills;
- Excellent written and verbal communication skills;
- Comfort and familiarity with personal computer and popular office software packages
- Extensive knowledge of legal research methods;
- Ability to meet multiple deadlines and perform under pressure.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Legal Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development assignment) on the State application.

051813TF

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length. **Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.**

APPLICATION PROCEDURE:

Send a completed standard State of California application to Teresa Foster, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. Please indicate "Legal Analyst, 413-368-5237-001" on the State application. For additional information, please call (916) 492-3423.

FINAL FILING DATE: JUNE 28, 2013 – 5:00 Close of Business

NOTE: Interested individuals, including list eligible, must submit applications by the final filing date in order to be considered for this position.

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